



SOUTHERN HARDWOOD

## MISSISSIPPI FORESTRY COMMISSION



SOUTHERN PINE

Date: February 26, 2015

To: Agency

From: Faye Pippen, SCD Administrative Assistant

FB

Re: **Job Announcement—Post in Conspicuous Location**

The Mississippi Forestry Commission is accepting applications for one (1) Forest Ranger I Position located in Newton County, MS. The successful applicant must be willing to work Any Shift/Rotating Shifts. The beginning salary for this position is \$18,843.18/year.

The Characteristics of Work, Examples of Work, Minimum Qualifications and Essential Functions are listed with this job announcement.

Any **individual interested** in **applying** for, or laterally **transferring** to, this position may **submit his/her application between Thursday, February 26, 2015 and 11:59 P.M. Central Time on Wednesday, March 4, 2015**. All applicants must complete an Experience and Training Record which can be obtained from the Mississippi State Personnel Board's Link at [www.ms.gov](http://www.ms.gov) or at [www.spb.ms.gov](http://www.spb.ms.gov). Employees wishing to transfer laterally must also submit a request to transfer within this timeframe. Requests to transfer must be submitted through the requesting employees' chain of command and then to the MFC Human Resources Department.

Completed applications and any additional documentation should be submitted online through the State Personnel Board's Link. In order for all State and/or Federal Requirements to be met, the MS State Personnel Board will accept and evaluate all applications. The applications then will be routed through the MS Forestry Commission's Human Resources Department to the appropriate location for action.

Once again, the **deadline** for applying for this position is Wednesday, **March 4, 2015 by 11:59 P.M. Central Time**. This announcement must be posted at all locations in a central viewing area to afford all qualified persons the opportunity to apply.



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## Job Openings

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**NEOGOV**

**Job Title:** Forest Ranger I

**Closing Date/Time:** Wed. 03/04/15 11:59 PM Central Time

**Salary:** \$18,843.18 / Year

**Job Type:** Full-Time

**Location:** 51 - NEWTON COUNTY, Mississippi

**Shift Schedule:** Any Shift/Rotating Shift

**Travel Schedule:** Some Day Only

**Time Limited Position:** No

**Agency Information:** Applicants may apply online through the Mississippi State Personnel Board website or mail State of Mississippi Applications to: Forestry Commission, Attn: Human Resources, 660 North Street, Suite 300, Jackson, MS 39202.

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Characteristics of Work	Benefits	Supplemental Questions
<p>This is routine work involved in serving as a member of a forest fire suppression crew in an assigned area of the state. The work involves working as a member of a crew in preventing and suppressing forest fires, maintenance of fire fighting equipment, construction and maintenance of fire breaks, assisting in timber marking, loading and unloading fire fighting equipment, using hand tools in suppressing fires, and maintaining work centers. The work is performed under the general direction of a forester. Direct supervision may be delegated to a forestry technician or other superior.</p>		
<b>Examples of Work:</b>		
<p>Examples of work performed in this classification include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>Serves as a member on the fire control unit.</li><li>Assists in loading and unloading tractors and other fire fighting equipment.</li><li>Assists in servicing equipment and making minor repairs.</li><li>Serves as a member of a timber marking crew.</li><li>Assists in the maintenance of work centers.</li><li>Constructs and maintains fire breaks.</li><li>Assists in plowing fire lines.</li><li>Assists in improving timber stands and other resource management practices, as directed.</li><li>Assists in information and education programs.</li><li>Assists in locating tracts using a county road map and following central dispatch directions.</li><li>Performs related or similar duties as required or assigned.</li></ul>		

**Minimum Qualifications:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:****Education:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma).

**Note:**

Incumbents who are required to fight wildfires or conduct field work on a routine basis must successfully complete a Moderate Pack Test within ninety (90) days of hire date and annually thereafter.

**Documentation Required:**

Applicant must possess a valid Mississippi Driver's License or a valid Driver's License from a contiguous state. The hiring agency will verify.

**Essential Functions:**

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Participates in presenting and suppressing forest fires.
2. Maintains and repairs fire fighting equipment and work centers.
3. Participates in timber marking and resource management practices.



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Characteristics of Work	Benefits	Supplemental Questions
<p><b>Health/Prescription Insurance</b> Eligible employees have the opportunity to participate in the state's health and prescription insurance program. Employees may select either single or family coverage with affordable co-payments. More detail can be found at <a href="#">Know Your Benefits</a>.</p> <p><b>Wellness Benefits</b> Employees are eligible for a wellness and health promotion program. This plan provides annual benefits for certain services with first-dollar coverage with no deductible.</p> <p><b>Life Insurance</b> All eligible employees receive an actual term life insurance policy upon employment. The policy coverage is two times the employee's annual salary to a maximum of \$100,000. More detail can be found at <a href="#">Life Insurance Choices</a>.</p> <p><b>Optional Insurances</b> Many agencies offer discounted premiums for dental, vision, and cancer insurance.</p> <p><b>Flexible Spending Accounts</b> Many state agencies provide opportunity for employees to participate in pre-tax spending accounts. These accounts allow employees to withhold childcare</p>		

expenses and unreimbursed medical expenses prior to application of state and federal taxes.

**Paid Personal Leave and Sick Leave**

Full-time employees receive paid time off for personal needs and for sick leave. Leave begins accruing after one month of employment and may be used as it is accrued. Employees earn approximately 18 days of personal leave annually and 12 days of sick leave annually.

**Military Leave**

In accordance with federal law, all employees serving in the armed forces or the military reserves are entitled to 15 days per year for military training.

**Holidays**

Employees receive up to 10 paid holidays to enjoy many of our nation's celebrations with family and friends.

**Retirement Programs**

The State of Mississippi provides all its employees a Defined Benefit/Defined Contribution Retirement Program. Employees become vested in the State's retirement system after 8 years of employment. Both you and your employing agency contribute toward your retirement. More detailed information regarding the State's retirement program can be found at <http://www.pers.state.ms.us>

**Deferred Compensation**

State agencies offer several opportunities for their employees to participate in a deferred compensation voluntary retirement savings plan. More information can be found at [Deferred Compensation](#).

**State Credit Union**

All state employees are eligible to participate in the Mississippi Public Employees' Credit Union. This organization offers state employees special savings and borrowing plans. For more information about this program, call 601.948.8191.

**Tuition Reimbursement**

Many state agencies provide opportunities for their employees to achieve higher education through tuition reimbursement. Common programs include medical and nursing fields, accounting, and business/administrative fields.

**Career Development and Training**

The Mississippi State Personnel Board offers several management and administrative certification programs, as well as professional development courses to enhance employee value to the agency. Individual agencies also offer technical training and allow membership in professional organizations to employees in their specific fields of employment.

**Promotional Opportunities**

Employees who have completed 6 or more months of service are eligible for promotional opportunities within state government employment. Minimum qualifications must be met.

**Career Ladders**

Many job classifications provide career-ladder opportunities based upon attainment of competencies. These career ladders can increase an individual's salary, provided funds are available within the agency.



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Characteristics of Work	Benefits	Supplemental Questions
<b>Forest Ranger I Supplemental Questionnaire</b>		
<p>*1. What is the highest level of education (or semester hours of college) you have completed?</p> <p><input type="radio"/> None</p> <p><input type="radio"/> GED or High School Equivalency Diploma / High School Diploma</p> <p><input type="radio"/> 1 year / 30 semester hours</p> <p><input type="radio"/> Associate's Degree/2 yrs/60 semester hours</p> <p><input type="radio"/> 3 years / 90 semester hours</p> <p><input type="radio"/> Bachelor's Degree</p> <p><input type="radio"/> Master's Degree</p> <p><input type="radio"/> Specialist Degree</p> <p><input type="radio"/> Doctorate Degree</p> <p>*2. Do you possess a valid driver's license from Mississippi or a contiguous state?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>* Required Question</p>		